



YEAR 12 REQUEST FOR CHANGE OF SUBJECT

Name of Student: _____

Year/Class: _____

Parent's Signature: _____

Date: _____

1. OP Eligibility

SUBJECT	SEMESTER				UNITS OF CREDIT
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
TOTAL WEIGHTED SEMESTER UNITS					

Qualifiers:

a) Does student need / want an OP?

Yes **No**

b) Does student have 20 Weighted Semester Units?

Yes **No**

c) Does student have a minimum of 3 subjects of 4 consecutive Semesters?

Yes **No**

PROPOSED CHANGE: from _____ to _____

Future direction/proposed career path/employment: _____

Tertiary entrance pre-requisites/recommendations: _____

Careers Development Officer/Student Services Coordinator comments: _____

Current teacher's comment: _____

Prospective teacher's comment: _____

Decision: Approved Denied Deferred Appointment Required

Head of Teaching and Learning: _____ **Date:** _____

Please note: you will be notified of the outcome via your school email account. Until approval is received, you must remain in your current class.

For Office Use Only

- Parents' Written Approval Received
- Approval of Head of Teaching, Learning and Innovation
- Uni / TAFE requirements verified
- Email Notifications: Exit teacher
Entrant Teacher
Student
- College Computer records adjusted
- Student Data Capture System updated
- College Accounts Department notified
- SET Plan Adjusted
- SLIMS updated
- Stationery/Equipment returned